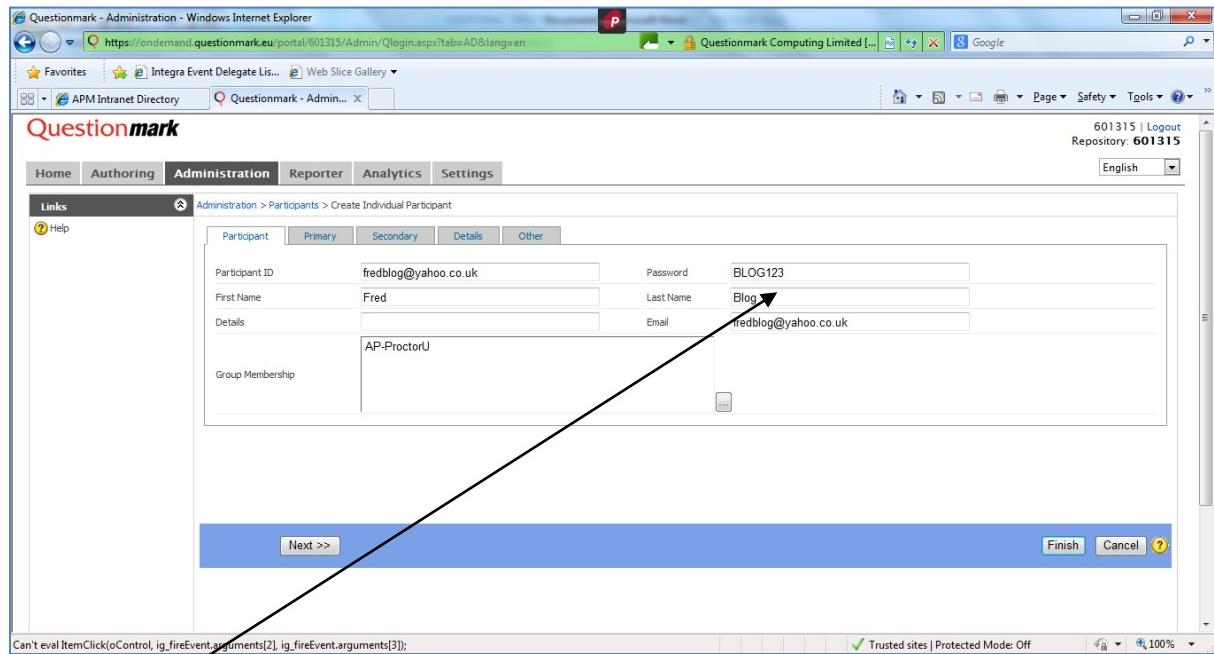


ADDENDUM TO OPERATING INSTRUCTIONS FOR APM INTRODUCTORY CERTIFICATE ONLINE PORTAL

Log in to Questionmark in usual way

ADDING A CANDIDATE FOR PROCTORING



The screenshot shows a Windows Internet Explorer window for the Questionmark administration portal. The URL is https://ondemand.questionmark.eu/portal/601315/Admin/Qlogin.aspx?tab=AD&lang=en. The page title is "Questionmark". The navigation bar includes Home, Authoring, Administration, Reporter, Analytics, and Settings. The sub-navigation under Administration is "Participants > Create Individual Participant". The main form has tabs for Participant, Primary, Secondary, Details, and Other. The "Participant" tab is selected. The fields are as follows:

Participant ID	fredblog@yahoo.co.uk	Password	BLOG123
First Name	Fred	Last Name	Blog
Details	fredblog@yahoo.co.uk		
Group Membership	AP-ProctorU		

At the bottom of the form are "Next >>" and "Finish" buttons. The status bar at the bottom of the browser window shows "Can't eval ItemClick(oControl, ig_fireEvent.arguments[2], ig_fireEvent.arguments[3]);" and "Trusted sites | Protected Mode: Off".

PASSWORD: Must be minimum of 6 characters long for proctoring.

Characters can be alpha/numeric. If using surname in capitals as password add sufficient numbers or letters to give minimum of 6 character password.

GROUP: Participant must be added to your xxx-ProctorU Group which will be seen when you log in to Questionmark.

SCHEDULING proctored exam

Participant ID	Group	First Name	Last Name	Details	Email	Password
fred@apm.org.uk	The Knowledge Academy ProctorU	Fred	Warner		fred@apm.org.uk	***
fred@google.com	The Knowledge Academy	Fred	Bloggs		fred@google.com	***
fred@hatc.co.uk		Fred	Ildey		fred@hatc.co.uk	***
Fred@lucidus.com		Fred	Murray-Webster		Fred@lucidus.com	***
fredblog@yahoo.co.uk	AP-ProctorU	Fred	Blog		fredblog@yahoo.co.uk	***

Select participant from list & click Schedule in left hand toolbar. For more than one candidate select multiple and ensure they are in the same ProctorU group.

Add Assessment: Introductory Exam with ProctorU

Schedule type: Web Delivery Test center

Schedule name: Introductory Exam with ProctorU

Limit attempts: 1

Review Results Assessment enabled

Override time limit: [] minute(s)

Limit days between retakes: [] day(s)

Set access period

Start Date: 3 October 2013 Time: 00:00

End Date: 4 October 2013 Time: 23:59

Require monitoring

<< Back Next >> Finish Cancel ?

Schedule tab: Limit attempts to 1

Participant ID	Group	Details
fredblog@yahoo.co.uk	AP-ProctorU	

Please Note: Only groups shared by all scheduling participants are listed.

Email broadcast

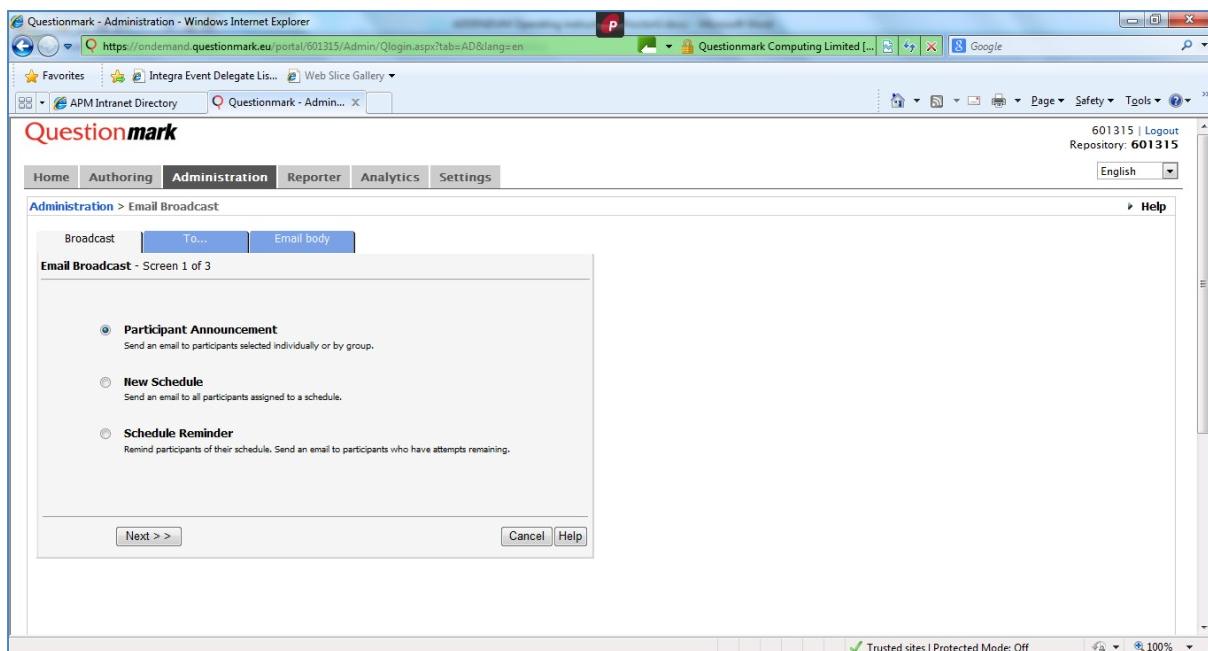
<< Back Finish Cancel ?

In Participants tab you will now see candidate added to the Group and scheduled to take the exam with proctoring.

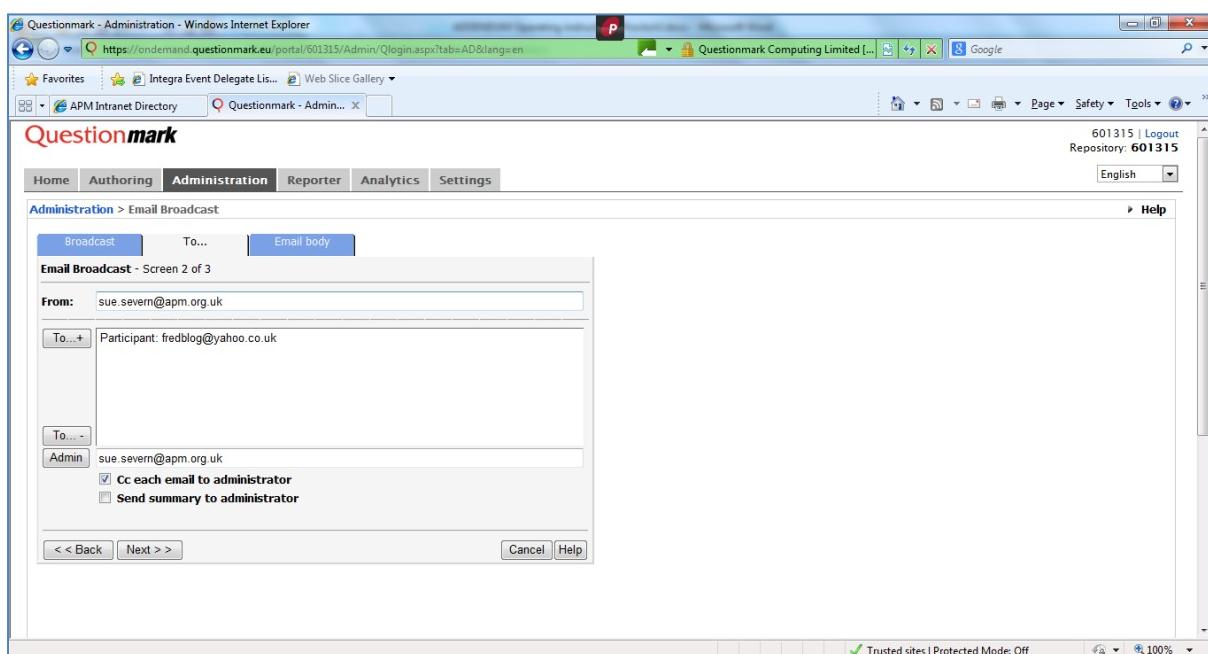
Click Finish.

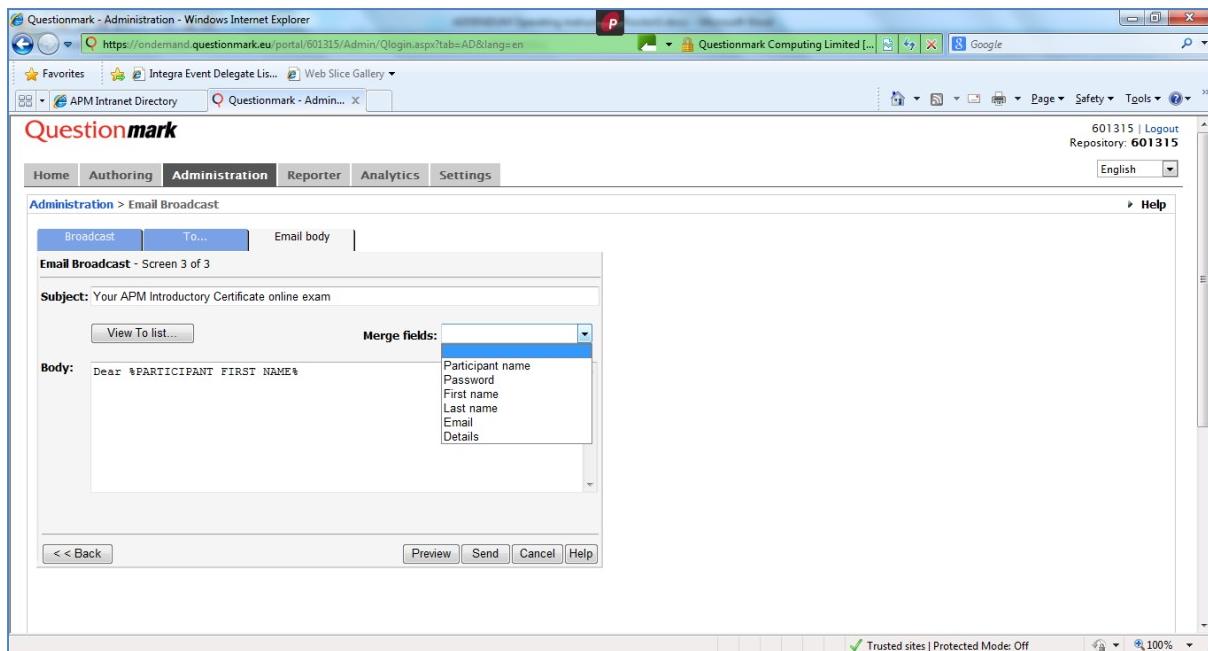
Next step is to email candidate(s) the required information for proctoring. This email must go at the same time as the candidate is registered and scheduled with proctoring.

Go to Adminsitration tab and select Email broadcast tab

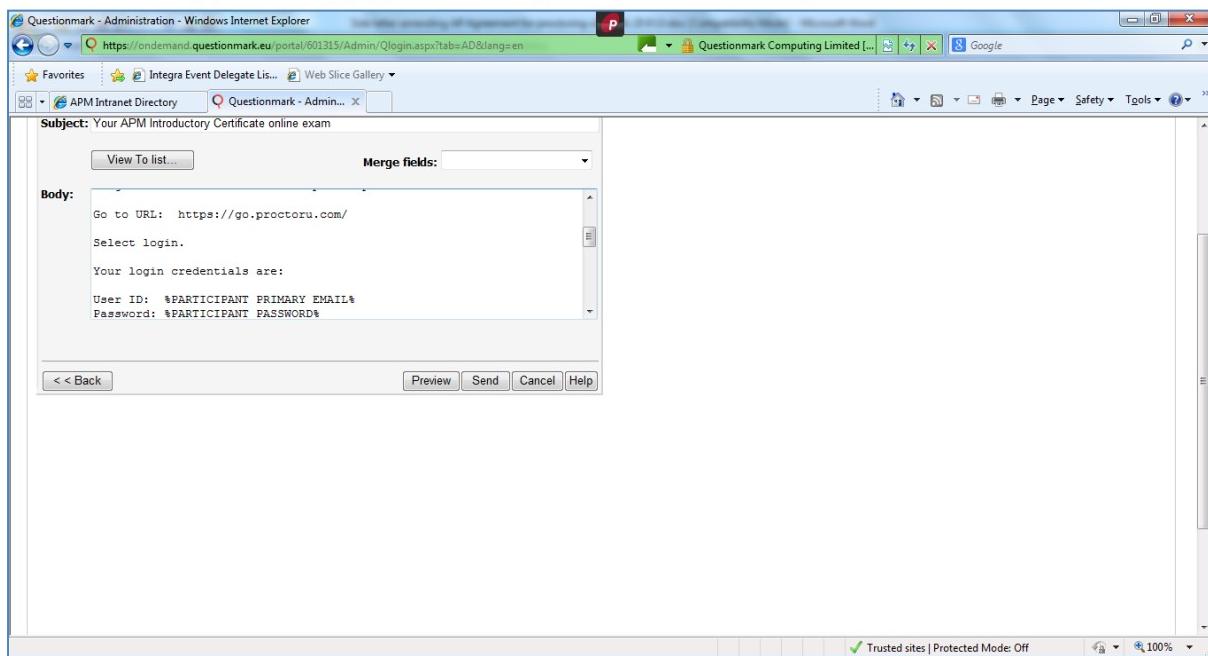


Select Participant Announcement which allows you to send to one or more individuals in a scheduled group.

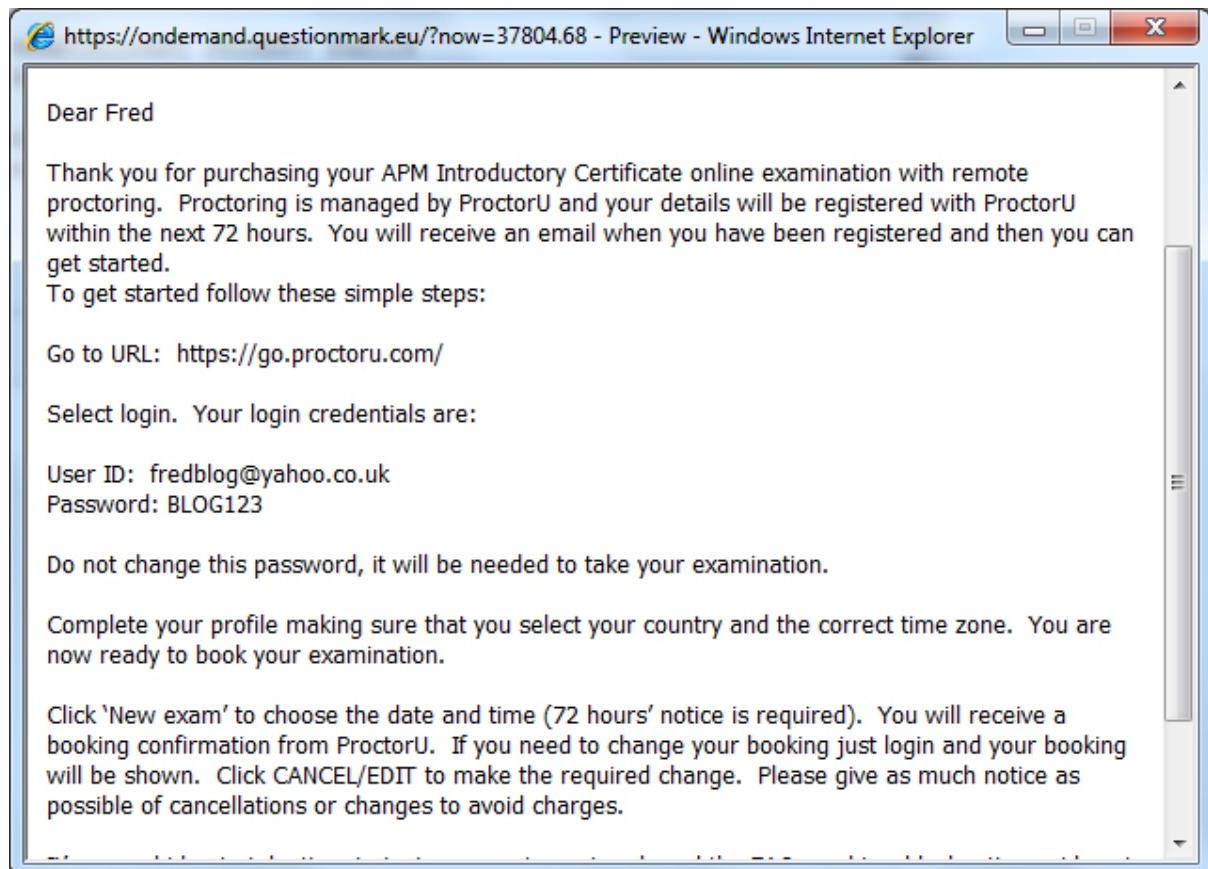




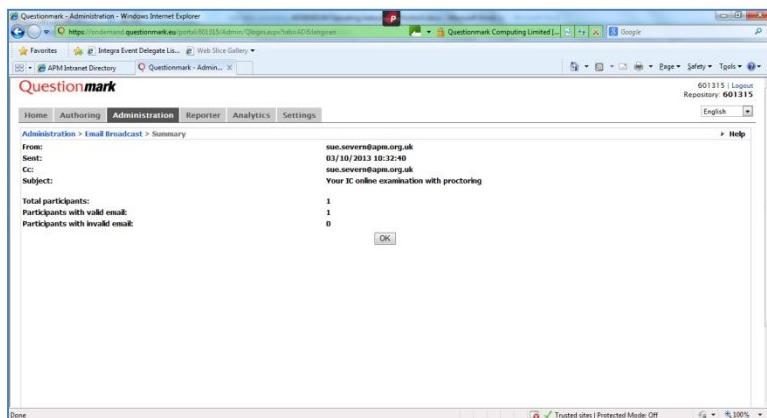
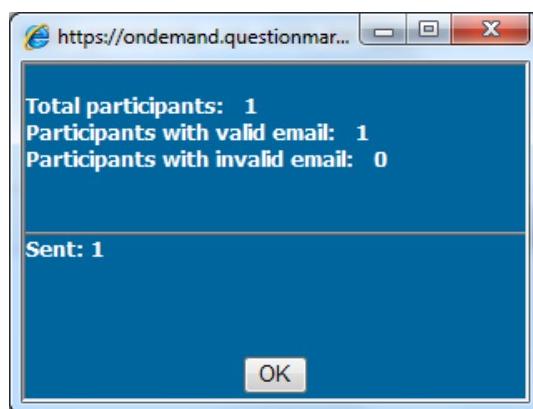
Go through tabs using dropdown list to include fields required and send candidate the standard email confirming proctoring (Appendix I in Agreement for IC online):



From this screen you are able to preview the email, see a list of recipients by click the View To list.



When you are ready click 'Send' and you will receive a copy if requested and on-screen confirmation that the email has gone.



APPENDIX I

EMAIL TO BE SENT TO ALL CANDIDATES WHEN UPLOADED TO PROCTORU GROUP: This email must be sent when the Participant upload to Questionmark is completed to ensure that candidates are aware that they will hear direct from ProctorU.

Dear [candidate],

Thank you for booking to take your APM Introductory Certificate online examination with remote proctoring.

Proctoring is managed by ProctorU and your details will be registered with ProctorU within the next 72 hours. You will receive an email when you have been registered and then you can get started.

To get started follow these simple steps:

Go to URL: <https://go.proctoru.com/>

Select login. Your login credentials are:

User ID:

Password:

Do not change this password, it will be needed by you to take your examination.

At ProctorU, please complete your profile in the My Profile tab making sure that you select your country and the correct time zone. You are now ready to book your examination.

Click 'New exam' to choose the date and time (72 hours' notice is required). You will receive a booking confirmation from ProctorU. If you need to change your booking just login and your booking will be shown. Click CANCEL/EDIT to make the required change. Please give as much notice as possible of cancellations or changes to avoid charges.

You will need to show the proctor photo ID when you take the exam a passport, driving licence, or company or student ID card are acceptable. You will also need something with a reflective surface such as a CD case or mirror to show the proctor the front of your computer screen.

It's a good idea to take time to test your equipment and read the FAQs and troubleshooting guides at <https://go.proctoru.com/> you can also get live help from ProctorU.

Good luck with your examination.